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MINUTES

SEP 27 1968

DD/S STAFF MEETING

24 September 1968 -- 1005 Hours

*Meeting Minutes*



2. Briefing on Communications Satellite

[Redacted] OC presented a 30-minute briefing on the prospective use of satellites and other communications advances possible in the 1970's.

Mr. Richardson joined the meeting at 1020.

3. Records Purge

Mr. Coffey said that we are under an injunction to get on with the review of records. Each Office should have a specific plan to purge their records, starting with those records in the Records Center which have no disposal schedule. We are aware of the fact that many of the Support Services records consist of financial records for which we are seeking determination as to the length of time for which they must be retained. Officers conducting the purge of records must also be conscious of the need to retain historical documents.

We need new ideas and ways of controlling records--their creation, storage, and disposal. Mr. Wattles asked if there was any way of challenging the government policy on retention of hard copies of records; Mr. Coffey noted that this was certainly a part of the problem.

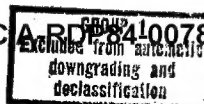
4. Financial Program Status

Mr. Bannerman said that the support directorate had obligated 16.6% of the fiscal year funds by the end of August. Although this figure is right on target, each Office must carefully watch its rate of obligations as we do not yet have final fiscal year fund figures.

5. Annual Awards Ceremony

The DD/S commented that the ceremony went very well and that we have film of the DCI's talk etc. (This film is being reviewed by the Office of

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Personnel this afternoon). Four hundred eighty-eight support people are due to receive certificates, and the DD/S has been thinking about a possible Support Services ceremony in the auditorium. There was general agreement that such a ceremony would be worthwhile.

6. Security Violations

During the month of August there were three violations--one each in the Offices of Communications, Personnel and Training. This contrasts with six during the same month in 1967.

7. Award

Mr. Bannerman noted that  is to receive a Government Paperwork Management Award in the form of a certificate today.

8. Around the Table

a.

Although it is anticipated that the satellite program will result in future staff cuts, Office of PPB is already asking for the identification of these positions. Mr. Meloon commented at this point that he would like a satellite briefing for some of his procurement people etc. Mr. Bannerman said that he was planning to offer the satellite briefing to the DD/P for possible presentation at one of Mr. Karamessines' staff meetings.

b. Mr. Wattles:

The DD/P has a career service reassignment questionnaire which might be of interest to Support Career Services. Mr. Bannerman suggested that Mr. Wattles send copies of this questionnaire to each Support Career Service.

c.

Mr. Foster/ACDA is seeking Agency participation on a committee to consider classification of technology as it comes down the pike. The Office of Security and the DD/S&T are involved.

d. Dr. Tietjen:

The Medical Director of the Civil Service Commission, Dr. Melvin T. Johnson, and his Deputy were guests for lunch at the Agency on 29 September

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Among other problems, the Commission is concerned with the high percentage of disability retirement cases throughout the government.



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e. Mr. Richardson:

The OTR Stockholders Report for 1968 is complete, and is so arranged that components will be able to compare their training performance with other components.

f. Mr. Bush:

Has prepared a paper on the salary allotment by check problem.

During the past week he has received ten checks drawn on the "CIA Bank, Main Branch, Washington, D. C. ", all apparently drawn by the same crank in the California area.

g. Mr. Meloon:

Although the WMA bus strike is still on, it apparently does not affect many agency personnel.

Will be submitting an award recommendation of \$5,000 in connection with modifying d



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7. Cafeteria

Mr. Bannerman commented on the necessary increase in cafeteria prices and efforts to remove signs advocating a boycott of the cafeteria on 25 September. A number of written and oral complaints--ranging from matters of cafeteria service to cleanliness--have been received. It was also noted that Government Services, Incorporated has real problems with rising material costs, the maintenance of an adequate work force, etc. Mr. Meloon said that the same complaints had been made at the Department of State and other cafeterias; one loss figure is an estimated \$12,000 to \$15,000 per year in pilferage and breakage in the cafeteria.

8. The meeting adjourned at 1110.



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Special Assistant to the  
Deputy Director for Support

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SUGGESTED STAFF MEETING REMARKS:

We have received reports from each of your Offices on your Records Purge activities. They are being consolidated for our report to the Records Management Board and Col. White.

*Inactive records*  
Each report showed some action, such as appointment of an officer to supervise the review, but only 4 office representatives (Security, Medical and Personnel and SSS) went to the Records Center to look at the records holdings. Of the 22,000 cu. ft. of Support records in storage only 128 cu. ft. were destroyed (Office of Training). No one else reported any disposal. We did not expect very much disposal in this first month. All of you did detail plans for future action. Several told of past records disposal activities. For these good intentions and past achievements we are grateful, but please remember I must have results to report forward.

Too many offices did give the impression their records programs have had continuing attention over the years and few new gains are possible. Others indicated they are required by law to hold certain records.

I realize that many offices have good, solid records programs in the conventional sense and the actions we require are not intended to imply criticism of any office or any individual records officer. But we have problems that can't be solved by conventional means. I would like to

have each of you take a personal interest in this program. The objective is still the same -- to reduce our holdings by 50% and we have to make a concerted effort to achieve that goal. At the same time we can't throw things away recklessly. Disposition covers two kinds of records: Saving the valuable and destroying the obsolete. Reduction in volume doesn't necessarily mean that documents have to be thrown away. Much can be gained by removing envelopes and folders, tighter packing and so on as well as disposing of duplication and papers that no longer have significance. Some could be converted to a storage medium that requires less space.

The Director has expressed his interest in this purge as well as in the Agency's role in history. Col. White was quite specific in his charge that we will eliminate the unnecessary papers from our storage without jeopardizing our legal and historical requirements. Furthermore, we must look to the future. Storage of hard copy is not the only answer. We must plan other methods for the storage and retrieval of our information and records. Do we convert to microfilm, microfiche, computer tapes, or something else. Each of you will have to make that decision in your area. But this is the time for that evaluation. You must have a modern, active records program, in your offices. The Records Staff is available to guide your efforts.

We must purge our old files. We must study our future records needs. We must act in every office to improve the controls over our records creation, file maintenance, and records disposition.

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PART II

HOLDINGS OF INACTIVE OFFICE RECORDS OF EACH COMPONENT LISTED BY TYPE OF  
DISPOSITION INSTRUCTION

EXPLANATION OF TYPES OF DISPOSITION INSTRUCTIONS

PERMANENT

These are records identified as records of enduring value by existing Records Control Schedules and will eventually be processed into the Agency's Archival Records.

TEMPORARY

These are records that have a definite disposition instruction in existing Records Control Schedules and will be pulled from the shelf and destroyed when the specified time has elapsed.

INDEFINITE

The disposition instructions for these do not provide for destruction but instead call for some future action to be taken prior to destruction.

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SCHEDULED DISPOSAL OF RETIRED INACTIVE RECORDS - 1 July 1968

AREA	OFFICE	PERMANENT	TEMPORARY	INDEFINITE	TOTALS
DPS	SSS { <del>ODD</del> RCB EAB	<del>4</del> 65		4	<del>4</del> 69
		19	1		20
	CS	71	2,498	369	2,938
	GER	271	143	192	606
	OP	132	2,195	241	2,568
	GL	152	2,711	47	2,910
	CC	216	395	4	615
	CRS	60	881	49	990
	OF	1,331	1,247	8,833	11,411
	TOTALS	2,321	10,071	9,739	22,131
	PER CENT	10.5	45.5	44	